

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Process Laboratory Specialist I

JOB CLASSIFICATION Process Laboratory Specialist I

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 029.261-010

DOT TITLE Laboratory Tester

DEPARTMENT Natural Resources and Parks

DIVISION Wastewater

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 5

CONTACT'S NAME & TITLE Rick Hammond, Wastewater Process Analyst

CONTACT'S PHONE 206-263-3824

ADDRESS OF WORKSITE

1400 Utah Street

M.S. WTP-NR-0100

VRC NAME Kyle Pletz

DATE COMPLETED 1/5/06

VRC NAME Jeff Casem

DATE REVIEWED 6/3/09

WORK HOURS

8 hours per day, 5 days per week 6:30am-3:30pm, Monday through Sunday on a rotating schedule. The employee may be required to work on the weekend, alone, with no assistance available.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)

Required on a rare occasion during storms and special projects, approximately 20 hours per year.

JOB DESCRIPTION

Learning and performing routine chemical and biochemical analyses in a wastewater laboratory using required instrumentation and wet chemistry methods, conducting water quality sampling in the treatment plant and learning the basics of plant processes.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Knowledge of field and laboratory techniques and use of test equipment and instruments. Skill in establishing and maintaining effective working relationships with a diverse group of people. Must possess a current and valid Washington State Driver's License. Must have a two year degree in chemistry or related field, or equivalent combination of education and experience.

ESSENTIAL FUNCTIONS

1. Prepare samples for analysis. Prepare necessary reagents. Perform a variety of tests on samples, including physical, chemical and biochemical analyses.
2. Collect samples of wastewater, maintain the physical and quantitative integrity of each sample and maintain required documentation on samples.
3. Recognize and notify higher level personnel of unusual results and keep required technical records.
4. Perform routine servicing of laboratory and field equipment and maintain field equipment in a clean and orderly condition.
5. Calculate, enter and track data using computer programs.
6. Be aware of and observe safety procedures, following chemical hygiene plan especially when handling toxic chemicals and sewage samples.
7. Identify personal career-related goals, and with assistance, develop training plan; document professional growth and personal training.

PERSONAL PROTECTIVE EQUIPMENT USED

Gloves, eye protection, hearing protection and lab coat.

OTHER TOOLS & EQUIPMENT USED

Glassware, brushes, funnels, laboratory spatulas, rolling carts, various samples, various testing equipment, centrifuge, pipes, hoses, samplers, computer, telephone, electric cart, hydraulic lifting cart, fridges, forceps, spray bottle, glassware racks, hood, oven, timers, autoclave, furnace, wastewater and laboratory dishwasher.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and

pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Standing

Health Care Provider initials if restricted_____

Frequently to Continuously on flat, linoleum, metal, wet/slick and cement surfaces for up to 30-60 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while sterilizing, washing and preparing sample containers, glassware and other equipment to be used in the lab tests and sample collection. The employee also stands while analyzing samples, completing tests, taking readings and manipulating samples.

Walking

Health Care Provider initials if restricted_____

Frequently on flat, linoleum metal, wet/slick and cement surfaces for distances of ¼ mile for up to 15 minutes hour at a time for up to 2-4 hours total in a work shift. Most commonly occurs while collecting and delivering sample containers, glassware and other equipment to be used in the lab tests and sample collection. On a rare occasion the employee may need to walk in areas where they would need to step over pipes and hoses.

Sitting

Health Care Provider initials if restricted_____

Occasionally to Frequently on an office chair or stool for up to 30-60 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while performing computer duties, investigative research and paperwork.

Climbing stairs

Health Care Provider initials if restricted_____

Occasionally for up to 2 minutes at a time while climbing 32-72 steps for up to 8-16 flights total in a work shift. Most commonly occurs while retrieving samples throughout the treatment plant. The employee needs to be able to carry samples weighing approximately 7 pounds up and down the stairs.

Balancing

Health Care Provider initials if restricted_____

Occasionally on wet, slick or metal surfaces for up to 10 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while obtaining samples which may require walking on met metal surfaces.

Bending neck up

Health Care Provider initials if restricted_____

Occasionally for up to 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs while filing, obtaining/place items, such as glassware on upper shelves. The employee may also bend the neck up when taking readings and looking at samples.

Bending neck down

Health Care Provider initials if restricted_____

Occasionally to Frequently & Highly Repetitive for up to 15 minutes at a time for up to 2-4 hours total in a work shift. Most commonly occurs while performing computer duties, looking at items on lab counter, obtaining readings, obtaining samples, assembling lab test equipment and completed laboratory tests.

Bending/Stooping

Health Care Provider initials if restricted_____

Occasionally on flat linoleum and cement surfaces for up to 5 minutes at a time for up to 1-2 hours

total in a work shift. Most commonly occurs while rinsing glassware over sinks, obtaining samples, removing/placing glassware in drawers and removing/placing items in low cabinets. The employee can reduce bending/stopping for some duties by alternating with kneeling or squatting.

Kneeling

Health Care Provider initials if restricted_____

Occasionally on flat linoleum and cement surfaces for up to 5 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while rinsing glassware over sinks, obtaining samples, removing/placing glassware in drawers and removing/placing items in low cabinets. The employee can reduce kneeling for some duties by alternating with bending/stooping or squatting.

Squatting

Health Care Provider initials if restricted_____

Occasionally on flat linoleum and cement surfaces for up to 5 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while rinsing glassware over sinks, obtaining samples, removing/placing glassware in drawers and removing/placing items in low cabinets. The employee can reduce squatting for some duties by alternating with kneeling or bending/stopping.

Operating Controls with Feet

Health Care Provider initials if restricted_____

Occasionally to Rare to operate the pedals of a motor vehicle for up to 30 minutes at a time for up to 1 hour total in a work shift while driving an electric cart to pick up samples from various parts of the treatment plant.

Reaching above shoulder height

Health Care Provider initials if restricted_____

Occasionally for up to 10-15 minutes at a time for up to 30 minutes total in a work shift while assembling and dismantling tall glassware for experiments or removing and placing various pieces of equipment in high cabinets.

Reaching at waist to shoulder height

Health Care Provider initials if restricted_____

Occasionally for up to 10-15 minutes at a time for up to 30 minutes total in a work shift while assembling and dismantling tall glassware for experiments, washing glassware, placing glassware in to dishwasher, or removing and placing various pieces of equipment in cabinets.

Reaching at knee to waist height

Health Care Provider initials if restricted_____

Occasionally for 10-60 minutes at a time for up to 3-4 hours total in a work shift while manipulating samples, taking measurements, placing glassware into dishwasher or removing and placing various pieces of equipment in cabinets.

Reaching at floor to knee height

Health Care Provider initials if restricted_____

Occasionally for up to 5 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while rinsing glassware over sinks, obtaining samples, removing/placing glassware in drawers and removing/placing items in low cabinets.

Lifting 1-10 pounds

Health Care Provider initials if restricted_____

Frequently for up to 5 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs with weights of 3-7 pounds while washing and placing glassware on a rolling cart or into the dishwasher. The employee also manipulates samples weighing approximately 7 pounds.

Carrying 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally to Frequently for up to 5 minutes at a time for distances of up to 100 feet, for up to 2-3 hours total in a work shift. Most commonly occurs with weights of 3-7 pounds while transporting glassware between the laboratory work area and the dishwasher and between the dishwasher to various shelves and cabinets. The employee also carries samples weighing approximately 7# pounds up and down 32-72 stairs and on wet/slick surfaces.

Lifting 11-20 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 15 pounds while manipulating sample containers, two gallon jugs and a cooler.

Carrying 11-20 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 5 minutes at a time for a distance of 30 feet, for up to 15 minutes total in a work shift. Most commonly occurs with weights of 15-20 pounds while transporting large samples and emptying the broken glass container. The employee also carries when handling materials/supplies deliveries, approximately once per week. A cart can used within the lab to reduce carrying.

Pushing and Pulling

Health Care Provider initials if restricted_____

Frequently for distances of up to 30 feet for up to 2 minutes at a time with a force of 1-10 pounds for up to 2-3 hours total in a work shift while maneuvering a rolling cart (9 pounds) with glassware and various other pieces of laboratory equipment. The employee also pushes and pulls when opening and closing, drawers and doors as well as when sliding the cooler door open/closed.

Handling

Health Care Provider initials if restricted_____

Frequently to Continuously & highly repetitive for up to 30 minutes at a time for up to 4-5 hours total in a work shift while using spray bottles, completing tests and obtaining samples. The employee also handles when lifting, cleaning, removing and placing glassware in cabinets, and scrubbing glassware.

Operating Controls with Hands

Health Care Provider initials if restricted_____

Occasionally to Frequently for up to 20 minutes at a time for up to 2-3 hours total in a work shift while driving an electric cart and turning the faucet on and off while cleaning the glassware as well as when manipulating valves and laboratory instruments.

Fingering

Health Care Provider initials if restricted_____

Frequently to Continuously & highly repetitive for up to 10 minutes at a time for up to 4-5 hours total in a work shift while holding and cleaning small glassware items with a small brush as well as when using small items such as forceps, stirrers and pipes. The employee also fingers while completing computer duties, using the composite sampler key pad and writing down the test results.

Feeling

Health Care Provider initials if restricted

Occasionally for up to 2 minutes at a time for up to 30 minutes total in a work shift while identifying the temperature of laboratory equipment as to avoid burns.

Talking

Health Care Provider initials if restricted

Frequently to continuously for up to 5 minutes at a time for up to 1 hour total in a work shift while conversing with coworkers about work assignments.

Hearing

Health Care Provider initials if restricted

Occasionally to Frequently for up to 30 minutes at a time for up to 3-4 hours total in a work shift while conversing with coworkers about work assignments and receiving direct instructions about work tasks. The employee also utilizes hearing when listening for timers, moving vehicles, warning sirens, backup sirens and various alarms.

Seeing

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for up to 7.5 hours total in a work shift while visually inspecting glassware for cleanliness, reading supply charts, completing laboratory tests, traversing throughout a wastewater treatment plant, driving and electric cart and using a computer.

Working with Heightened Awareness

Health Care Provider initials if restricted

Frequently for up to 1 hour at a time for 4 hours total in a work shift while working with dangerous items such as a 550 degree furnace, various chemicals, hazardous waste and autoclave. The employee also utilizes heightened awareness when out in the treatment plant as there are multiple potentially dangerous exposures such as large moving machinery, chemical exposures, methane gas and hazardous materials.

ENVIRONMENTAL FACTORS

Work is performed in a laboratory setting with exposure to various chemicals and odors. The work is also performed in an industrial wastewater setting where the worker is exposed to or in close proximity to heavy operating machinery, high voltage, sewage, adverse weather conditions, uneven surfaces, cat walks/metal grating, noxious or toxic gasses and chemicals, as well as loud noises. Hearing protection, eye protection and hard hats are required in some areas.

The noise level is

HCP Initials if Restricted

Approximately 50-130 decibels. The noise is caused by wastewater machinery.

Work environment may include the following exposure(s):

HCP Initials if Restricted

Outside weather: Occasionally

Non-weather related temperatures below 55 degrees: Rarely

Non-weather related temperatures above 75 degrees: Occasionally

Wet: Frequently

Humidity/dampness: Rarely

Fumes: Occasionally

Odors: Frequently-Continuously

Dusts: Rarely-Occasionally

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Mists: Occasionally

Gases: Occasionally-Frequently

Moving mechanical parts: Occasionally-Frequently

Vibration; Occasionally

Working in high, exposed places: Rarely

Radiation: Rarely

Working with explosives: Occasionally

Toxic or caustic chemicals: Frequently

Confined spaces: Rarely

POTENTIAL MODIFICATIONS TO JOB

Alternate tasks to reduce repetitive tasks and duties.

Scissor lift cart to reduce lifting and carrying.

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SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- ☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is: _____
☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications: _____

☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions: _____

☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date